



# WALLACE STATE HANCEVILLE

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## *Vacancy Announcement*

05/16/07

**POSITION:** Music Faculty/Student Services Assistant

**QUALIFICATIONS:**

- A master's degree in music, or a master's degree with 18 graduate semester hours in the music field from a regionally accredited institution is required
- A second teaching discipline is preferred
- Successful teaching experience in music, preferably in a two-year college setting
- Ability to teach voice lessons and instruct choral, choreography and choir students
- Knowledge of scholarship programs, grants and other funding sources for students
- Knowledge of policies and procedures related to admissions and registration
- Knowledge of programs of study available and related job opportunities
- Effective written and oral communication skills are required
- Demonstrated ability to use instructional technology is preferred
- Ability to work nonstandard hours
- Possess valid driver's license

**RESPONSIBILITIES:**

- Demonstrate and maintain a high level of competence and expertise in the teaching field or subject area
- Facilitate student learning utilizing a variety of learning options to meet individual student needs
- Design each course and deliver each class to ensure an effective learning experience
- Develop, implement, and teach courses using distance learning or other instructional technologies (i.e., internet, etc.) as appropriate
- Submit to the immediate supervisor a course syllabus for each course taught every term
- Provide classroom, laboratory and/or clinical instruction in accordance with approved course outlines
- Coordinate/Supervise student performance groups
- Inform students concerning course requirements, evaluation procedures, attendance requirements, and academic progress
- Provide for effective evaluation and assessment of the learning experience of each student in accordance with college policy
- Maintain necessary attendance, scholastic, and personnel records and submit them according to announced deadlines
- Evaluate and record student performance/achievement in a timely manner and provide prompt feedback to students to assure learning
- Participate in the planning of effective long-range and short term goals for the department and college
- Demonstrate effective interpersonal skills; communication skills, both written and oral; and work ethic (i.e., preparation and punctuality)
- Assist the immediate supervisor with developing and managing a departmental budget in support of the Annual Plan
- Assist in advising students regarding degree/certificate plans and STARS articulation agreements as appropriate to program
- Regularly engage in professional learning activities and actively seek information about developing trends and ideas

- Use the computer effectively for word processing, instructional application, electronic communication, information and data management
- Deliver courses in alternative delivery times and methods using a variety of learning activities designed to appeal to differing learning styles
- Post and maintain regular office hours in accordance with policy
- Participate in faculty meetings and discussions about curriculum, teaching-learning techniques, teaching materials, and other instructional related activities
- Actively participate in division/college committees and campus activities
- Submit a Professional Growth Plan, in accordance with guidelines for State Board Policy 605.02, for approval by the President prior to pursuing advancement in rank
- Prepare handout material for distribution
- Meet with students and parents to market WSCC as the college of choice
- Make appointments for campus visits
- Arrange campus visits for prospective students and their parents, providing information concerning educational opportunities and guided tours of campus
- Prepare mail outs to prospective students and respond to requests for information
- Assist in the planning and implementing of student activities
- Create power point presentations and present workshops
- Attend community events to promote the college
- Perform other duties as assigned by the Department Head, Division Dean, or President

**SALARY:** Commensurate with education and experience according to State Salary Schedule D1 (\$35,586 - \$69,583) and Alabama State Board of Education policies.

**ANTICIPATED STARTING DATE:** As Negotiated

**APPLICATION PROCEDURE:** A complete application packet must include an application, cover letter, resume, college transcripts (unofficial accepted), three (3) letters of professional reference and three (3) references with addresses and phone numbers. Incomplete or delinquent packets will not be considered. Only persons who meet the required minimum qualifications will be invited for the interview. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense.

**Return packets to:** **Human Resources Department**  
**Wallace State Community College**  
**P. O. Box 2000**  
**Hanceville, AL 35077-2000**  
**Telephone: 256-352-8295**

**DEADLINE DATE:** The deadline for receipt of all application material is 3:00 p.m. CST, June 15, 2007.

**INTERVIEW PROCESS:** The Recruitment and Selection Committee will screen all applicants for the position and may interview selected, fully qualified applicants by telephone. The Committee will then select applicants for in-person interviews, which will consist of a question/answer session and a teaching demonstration. Upon completion of the in-person interviews, the Committee will recommend three finalists for the position in alphabetical order to the President. The President will interview each finalist and make the final employment decision.

**ADDITIONAL INFORMATION:** The College reserves the right to fill the position within one year of the stated anticipated starting date or not to fill the position due to budgetary or operational considerations. Applicants scheduled for an interview may receive or review the Essential Functions for the position at the time of the personal interview. Any applicant, however, may request a copy of the Essential Functions for the position prior to the interview appointment. All male applicants between the ages of 18-26 must provide proof of Selective Service Registration.

Wallace State Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment. Wallace State Community College will make reasonable accommodations for qualified disabled applicants or employees. The School reserves the right to withdraw this job announcement at any time prior to the awarding.